

Request for Proposals

Review and Update of Policies, and Procedures

Issued by: Assiniboine West Watershed District

RFP issue date: Oct 20th 2026

Proposal deadline: November 3rd 2026

Contact: Ryan Canart, General Manager ryan@myawwd.ca

1. Organization Background

Assiniboine West Watershed District is a non-profit watershed district serving 21 Municipal members. The District works with municipalities, landowners, Indigenous communities, government agencies, and other partners to support soil and water conservation efforts.

The District is seeking a qualified consultant to review, update, and strengthen its policy and procedures manuals. The goal is to ensure these documents are clear, practical, internally consistent, and aligned with current legal requirements, governance practices, and the District's operations.

2. Objectives

The project objectives are to:

- Ensure the District's policies comply with applicable legislation and governing requirements.
- Clarify the roles, responsibilities, and authorities of the board, committees, officers, management, and staff.
- Identify gaps, inconsistencies, duplication, and outdated provisions.
- Improve the clarity and usability of policies and procedures.
- Distinguish appropriately if the District requires bylaws, or if existing board policies, administrative policies, and operating procedures will suffice.
- Establish a practical system for approving, reviewing, amending, and maintaining these documents.
- Support transparent, accountable, and effective governance.

3. Scope of Work

The consultant will be expected to:

1. Review existing documents, including:
 - Governance policies;
 - Human resources policies;

- Financial and administrative policies;
 - Operational procedures;
 - Relevant legislation, agreements, mandates, and organizational records provided by the District.
2. Consult with the District, which may include:
 - An initial meeting with the project lead;
 - Interviews or workshops with board members, management, and selected staff;
 - Discussion of governance concerns, operational needs, and desired improvements.
 3. Assess the documents for:
 - Compliance with applicable legislation and requirements;
 - Alignment with recognized non-profit governance practices;
 - Clarity of decision-making and delegated authority;
 - Internal consistency and practical application;
 - Missing, outdated, duplicated, or unnecessary provisions;
 - Risks or issues requiring legal review.
 4. Prepare revised documents, including:
 - Updated policy manual;
 - Updated procedures manual or procedures framework;
 - A clear document numbering, approval, amendment, and review system.
 5. Present the proposed revisions to the District and incorporate one or more rounds of feedback.
 6. Provide implementation guidance, including recommended priorities, approval steps, staff or board orientation needs, and a schedule for future reviews.

The consultant should clearly identify whether legal advice or independent legal review is included in the proposal. If it is not included, the consultant should identify provisions that should be reviewed by qualified legal counsel before adoption.

4. Deliverables

The anticipated deliverables are:

- A brief findings and recommendations report;
- A comparison or summary showing significant proposed changes;
- Draft and final revised bylaws if it is determined they are required
- Draft and final policy manual;
- Draft and final procedures manual or framework;
- An implementation and document-maintenance plan;
- One presentation or workshop for the board and/or staff;
- Final documents in editable Microsoft Word format and PDF.

5. Project Schedule

The District anticipates the following schedule:

Milestone	Target date
RFP issued	October 20, 2026
Questions due	October 27, 2026
Proposals due	November 3, 2026
Consultant selected	November 17, 2026
Project begins	November 17, 2026
Initial review and consultation completed	December 15, 2026
Draft documents submitted	January 19 2027
Final documents submitted	February 16 2027

Consultants may recommend an alternative schedule and should explain the reasons for any proposed changes.

6. Proposal Requirements

Proposals should include:

- A description of the consultant or firm's qualifications;
- Relevant experience with watershed districts, municipalities, non-profit organizations, public bodies, or comparable organizations;
- Knowledge of applicable non-profit, employment, privacy, financial, accessibility, and governance requirements;
- The proposed approach and work plan;
- The names and qualifications of the people assigned to the project;
- A proposed schedule;
- At least two references for comparable work;
- A detailed fee proposal, including professional fees, taxes, travel, disbursements, and any optional services;
- A description of what is included and excluded from the fee;
- Confirmation of availability;
- Disclosure of any actual or potential conflicts of interest;
- Confirmation of professional liability insurance, if applicable.

Proposals should be no more than [5] pages, excluding resumes and work samples.

7. Budget

Proponents should provide a fixed maximum price wherever possible. Optional work, including legal review, additional consultation, or extra revision rounds, should be priced separately.

8. Evaluation

Proposals may be evaluated using criteria such as relevant experience and qualifications,

Understanding of the District's needs

, work plan schedule and cost

The District may interview one or more proponents and may request clarification before selecting a consultant. The lowest-priced or any proposal will not necessarily be selected.

9. Submission Instructions

Proposals must be received by 4:30 on November 3rd 2026 and submitted electronically in PDF format to:

Ryan Canart
General Manager
ryan@myawwd.ca
204-567-3554

The subject line should read: Proposal - AWWD Policies, and Procedures Review.

Questions must be submitted in writing to the contact person by October 27th 2026 . Responses that could materially affect proposals may be shared with all proponents.

10. General Conditions

The District reserves the right to:

- Reject any or all proposals;
- Cancel or amend this RFP;
- Request clarification or additional information;
- Negotiate scope, schedule, and price with a preferred proponent;
- Accept the proposal considered to provide the best overall value;
- Verify references and information supplied by proponents.

Proposal preparation costs are the responsibility of the proponent. All project documents and final work products will become the property of the District upon payment, subject to any pre-existing tools or materials identified in the proposal.

The selected consultant may be required to enter into a written agreement addressing confidentiality, privacy, insurance, ownership of work products, conflicts of interest, records management, payment terms, and termination.